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8.11 Personal Leave of Absence without Pay

Saint Mary's College of California

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8.11 Personal Leave of Absence without Pay

Employees may request up to six (6) month's personal leave of absence without pay. Employees must make written application for personal leave at least one (1) month in advance of the requested leave, and the request must be approved by the employee's supervisor before it is forwarded to Human Resources. The Assistant Vice President of Human Resources or her/his designee will review each request, consult with the employee's department, and grant or deny the leave at his/her discretion.

An employee on a personal leave of absence must provide written notice to Human Resources no less than 30 days before his/her expected return to work date. The employee's failure to return on the agreed date will be treated by the College as a voluntary resignation. The College cannot guarantee that the employee's prior position will be available upon return from a personal leave of absence, but when possible within business needs will attempt to place the employee in the same or a similar position.

Section 8 – Benefits

Employees must use all accrued vacation during a personal leave. The use of paid leave during a personal leave of absence for personal leave does not extend the total duration of the approved personal leave. Paid vacation and sick leave will not accrue during the leave.

Other leaves of absence (including PDL, CFRA/FMLA, or workers' compensation leave) which the employee takes or is eligible to take will count against the maximum amount of personal leave available. For example, if an employee with a non-industrial disability takes twelve (12) weeks of CFRA/FMLA leave prior to requesting a personal leave, the total amount of CFRA/FMLA and personal leave combined may not exceed six (6) months. In addition, no employee may take more than six (6) months of personal leave in any five (5) year period, measured from the date on which the first personal leave of absence commenced.

During a personal leave of absence without pay, the College will cease making contributions to the employee's insurance benefits programs and retirement programs. The employee may continue participation in these programs during the leave, at the employee's sole expense, to the extent permitted by the benefit plan contracts or documents.

Personal leave will not be considered as a break in service and the employee will retain the same anniversary date, but those portions of a personal leave of absence without pay be counted as time worked for salary purposes.